

Proposal Review Committee
October 25, 2016
Statewide Benefits Office
500 W. Loockerman Street
Duncan Building, Ste. 320, Dover, Delaware

Public Session: October 25, 2016, at 10:05 a.m.

The Proposal Review Committee (“PRC”) met on October 25, 2016, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Brenda Lakeman, OMB, Director, Benefits Administration
Faith Rentz, OMB, Deputy Director, Statewide Benefits
Laurene Ehemann, OMB, RFP and Contract Manager, Statewide Benefits
Leighann Hinkle, OMB, Program Lead, Statewide Benefits
Aaron Schrader, OMB, Human Resources Manager, Statewide Benefits
Kevin Fyock, Willis Towers Watson
Jaelyn Iglesias, Willis Towers Watson
Rebecca Warnken, Willis Towers Watson
Jeff Thompson, Willis Towers Watson (via conference call)
William Wang, Willis Towers Watson (via conference call)
Valerie Watson, Department of Finance
Omar Masood, Office of the Treasurer
Jenifer Vaughn, Delaware Insurance Department
Evelyn Nestlerode, Administrative Office of the Courts
Wendy Brown, Department of Health and Social Services
Zachary Pettyjohn, Correctional Officers’ Association
Kimberly Reinagel-Nietubicz, Office of the Control General

Introductions/Sign In

Ms. Lakeman called the meeting to order at 10:05 a.m.

Approval of Minutes

Ms. Lakeman requested a motion to approve the minutes from the October 13, 2016, meeting of the PRC. A motion was made by Ms. Vaughn and seconded by Ms. Watson with the correction of Ms. Cheryl Upham’s name to Cheryl Heiks. The motion was approved with unanimous voice vote.

Discussion of the RFP for a Medical Third Party Administrator for the Group Health Insurance Program

Ms. Lakeman requested a motion to move into Executive Session to review and discuss the proposals. Ms. Watson made the motion and it was seconded by Ms. Vaughn. The PRC moved into Executive Session at 10:07 a.m. There were no members of the public present.

Adjournment

Upon return to the Public Session and with no further business, a motion to adjourn was made by Ms. Reinagel-Nietubicz and seconded by Ms. Eheman. Upon unanimous voice approval, the meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Laurene M. Eheman

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RFP and Contract Manager